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Converia TPC instructions for Subcommittee (SC) Chairs

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April 2024

TPC SC Meeting – Your Tasks

- Decide on accept / reject
- Edit Reviewer Comments to be sent out to Authors
 - Only for accepted papers
- Build sessions
 - Define session title, chair/co-chair and add papers
- Nominate Papers for prizes and the journal
- Perform the checkout

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Order of actions

Please try to complete one action before going to the next step

Converia steps are

0. Preparation: download Review overview
1. Decide on accept / reject for all papers in your SC
2. Edit Reviewer Comments to be sent out to Authors
3. Build sessions
4. Finalize TPC session and prize forms
5. Virtual checkout

Contact information

Converia questions: papermanagement@eumwa.org

Check-out: papermanagement@eumwa.org **and**
tpc.chair.eumw2024@eumwa.org

General TPC chair: tpc.chair.eumw2024@eumwa.org

Tel: +33 (0) 6 98 29 41 78 (WhatsApp, Signal)

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Log in into Converia Backend

<https://euma.converia.de/admin/login>

By default only the SC (co)chairs have a login for the Backend

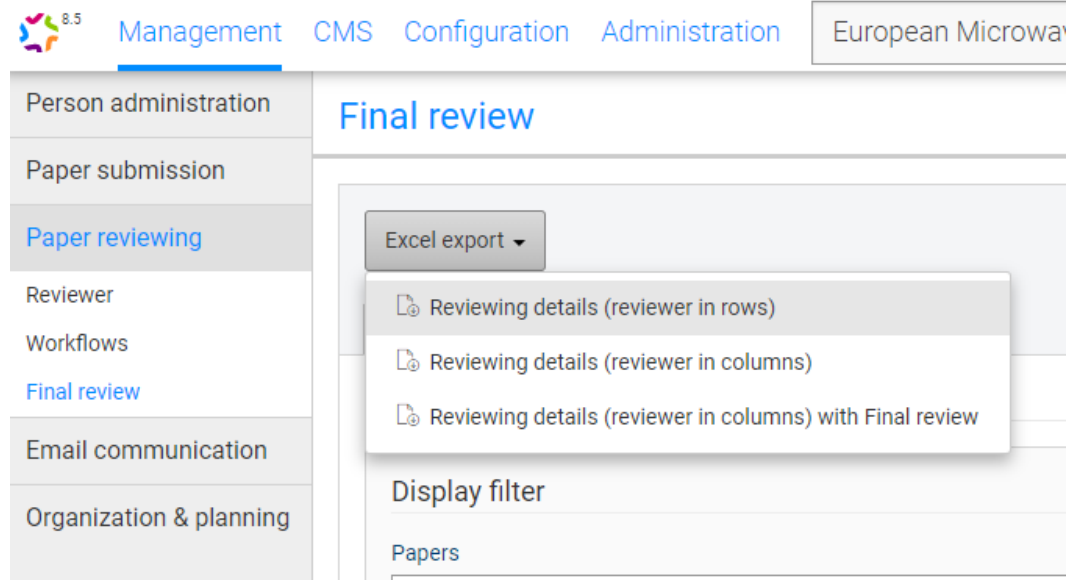
If needed, the login credentials can be shared within the SC (like sharing a laptop during the face-to-face TPC meetings)



TPC SC Meeting – Your Tasks

0. Preparation

Download an overview of the review scores and perform your own off-line processing of the results



TPC SC Meeting – Your Tasks

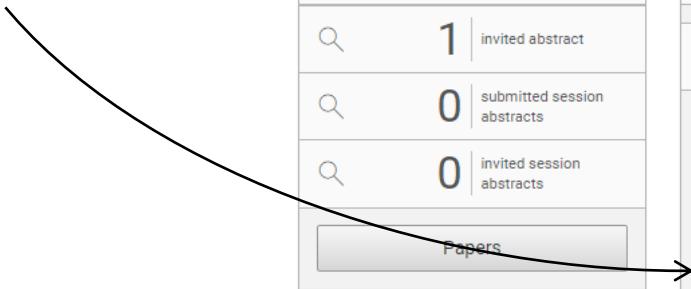
1. Decide on papers

If papers need to be moved to a different SC, please arrange this first by informing the TPC chair via tpc.chair.eumw2024@eumwa.org

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Go to reviews

Click here



Navigation: euma.converia.de/admin/core/dashboard

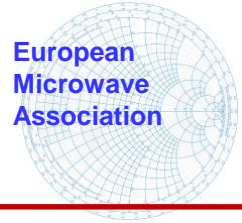
Management: European Microwave Week 2021

European Microwave Week 2021

Person

Papers	Reviews	Questions or problems?
Abstract submission	Abstracts	Support Manual
Expired	Another 5 days and 6 hours active	Support email: support@converia.de
707 abstracts submitted	3590 reviews pending	
1 invited abstract	205 Reviewers have abstained from review	
0 submitted session abstracts	274 reviewers have not given all reviews for their contributions yet.	
0 invited session abstracts		
Papers	Reviews	

You will go to the "Final Review" page



Final Review page

Navigation menu items: Person administration, Paper submission, Paper reviewing, Reviewer, **Final review**

Page title: Final review

Excel export

Abstract Manuscript

Paper display Total: 4 Shown: 4

Display filter

Papers: All papers

Topic area: All topics

Form of presentation: All forms of presentation

Lines: 50

Display options

Show columns with reviewer details

Show review by scientific committee

Reference color & topic filter

Review by scientific committee

Review by reviewer

Filter

**In case no papers are shown
Click here "Filter"**

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Decide on Papers = Final review

Paper reviewing

Final review

Excel export

Abstract Manuscript

Paper display **Total: 71** **Shown: 50**

Display filter

Papers: All papers | Topic area: All topics

Form of presentation: All forms of presentation | Lines: 50

Display options

Show columns with reviewer details

Show review by scientific committee

Reference color & topic filter

Step 1: Enter 2 fields for each paper

- **Decision (Accept, Reject)**
(do NOT use "abstain" or "accept if room")
- **Format (Oral, Poster, NA (for reject))**

**Presentation format :
Oral YEP or Poster YEP for
Young Engineers**

#ID	Author	Presenter	Title	Presentation	Topic	Qua	Average	reviewed by	Sum	Decision	Format
100	T. Haddad	Abdellah	...	Oral	R05	4,46	4,46	6	107	-- Answer --	-- Answer --
101	T. Haddad	Oral	R08	2,88	2,88	6	69	-- Answer --	-- Answer --
102	T. Haddad	Poster	R08	4,35	4,35	5	87	-- Answer --	-- Answer --

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Decide on Papers

Step 2:

Save Decision!

Note: you can save the intermediate results at anytime and return later again to this page

		YEP - A.	Oral YEP	R05	4,38	4,38	4	70	-- Answer --	-- Answer --
		YEP - A.	Oral	R08	4,05	4,05	5	81	-- Answer --	-- Answer --
		YEP - A.	Oral	R07	4,15	4,15	5	83	-- Answer --	-- Answer --
		YEP - A.	Oral	R06	4,38	4,38	6	105	-- Answer --	-- Answer --

Save

TPC SC Meeting – Your Tasks

2. Edit the comments to the authors

Note: only for accepted papers, required to check for inappropriate feedback



We will not send comments to authors of rejected papers (to prevent unnecessary discussions)

13 Still on the “Final Review” page

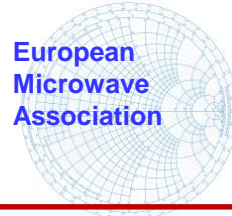
Click on paper title, number or paper symbol (left side)

Access to

- paper details
- review details
- reviewer comments

Paper information				Group average				Show columns for final reviewing			
#ID	Author	Presenter	Title	Presentation	Topic	Qua	Average	reviewed by	Sum	Decision	Format
  5270	Ch. Zhang	Wangping Zhang	An Improved Measurement Method of S11 Value for Antenna Phased Array Antenna	Oral	SC99	0	0			-- Answer --	-- Answer --





- Management
- Person administration
- Paper submission**
- Paper export
- Papers
- Session
- Paper statistics
- Paper reviewing

European Microwave Week 2020

Papers

Select "Review" for review details



Contribution number Selection

Reset search

5270: An Improved Measurement Method of G/T value for Active Phased Array Antenna

Basic information | Paper data | **Review** | Configurable fields | Keywords

Beitragsinformationen

Contribution title	An Improved Measurement Method of G/T value for Active Phased Ar...
Paper code	
Submitter *	Shang, Mingyong, The 38th Research Institute of China Electric...
Form of presentation	Oral
Abstract status	Created
Full paper status	Draft
Presentation file	0

Is the publication permitted?

5270: An Improved Measurement Method of G/T value for Active Phased Array Antenna

Basic information | Paper data | **Review**

Reviewer

▼ [Name] ▼ Abstracts **Add reviewer**

Last name, First name	Company	Reference	Status
^ v x [Name]	[Company]	abstract	abstained from review (Version 1)

Evaluation from attendees

No evaluations from attendees available yet.

Abstract Reviewing

▼ current version (Version 3) ←

▼ Version 2

▼ Version 1

Short overview on reviewers and recommendations

In case of a long list of reviewers: scroll down to access review details and REVIEWER COMMENTS

This button opens the review details only the current version is relevant

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Scroll down to see the message to the author

You *MUST* check and maybe edit or delete the Author messages.

This message will be sent out to authors of accepted papers.

WT	
WT	
Recommendation	Conf. Prize
Author message:	
  "Test comment to author"	
Scientific committee message:	
Test comment to SC	

Scroll down to see the next message to the author
Edit the comments from all reviewers!

TPC SC Meeting – Your Tasks

3. How to build sessions

Note: a number of session slots have been pre-defined for your subcommittee. In case you need extra slots, and do not need certain slots, please inform your conference and the general TPC chair

Note: poster sessions will be build by the TPC chairs after the TPC meeting. Please do not assign posters to a session

Build Sessions

The screenshot shows the 'Session' management page on the EuMA website. The browser address bar is 'manuscripts.eumwa.org/admin/contribution/session'. The page title is 'European Microwave Week 2020'. On the left sidebar, the 'Session' menu item is circled in red. A red box with an 'X' is over the 'Add session' button. A table lists sessions with columns for ID, Session title, Topic area, Form of presentation, First name, Last name, Institute, A, M, and Call for papers. The table contains four rows of session data.

Please do not add sessions yourself

Access Session details

**Only your own subcommittee sessions should be visible
In case you need extra sessions or do not use all sessions, please contact your TPC chair**

ID	Session title	Topic area	Form of presentation	First name	Last name	Institute	A	M	Call for papers
6096	Session : ...	Student	Oral			TNO Def...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6095	Session : ...	Student	Oral			TNO Def...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6090	Session : ...								
6089	Session : ...								

Build Sessions: Add Title

Session title
Please leave the session code (e.g. EuMIC SC01-01) in place, and add the new session title after this code

- Person administration
- Paper submission**
- Paper export
- Papers
- Session**
- Paper statistics
- Paper reviewing

Session

Session number Selection

Reset search

Free text

Limit topic
No selection

Limit invitation state
All

Form of presentation

Back to list

6090: Non-Broadband School of Microwave

Basic information Paper date Review Subpapers Ad

Beitragsinformationen

Session title

Session Code

Submitted by

Form of presentation

Build Sessions: Add Talks

Management European Microwave Week 2020

Person administration

Paper submission

Paper export

Papers

Session

Paper statistics

Paper reviewing

Session

Session number Selection

Back to list

6090:

Reset search

Free text

Limit topic

Limit invitation state

Basic information Paper data Review **Subpapers** Additional field Configurable fields Time planning Keywords

Subpapers

Create new ~~X~~ subpaper Select existing subpaper

No entries found

Show version

Subpapers = fill the session with talks

Add papers

**Add 4 or 5 papers in the right order. (Delete and reassign talks to correct session talk sequence...if needed)
It can be that a " session keynote" paper has already been allocated in your session (leaving only 4 empty slots)**

Build Sessions: Add Talks

Contribution number Selection

Reset search

Free text

Limit topic **No selection**

Limit invitation state All

Form of presentation All

Person

Participation All

Limit abstract state

Excel export

Add paper

ID	Contribution title	Sessions	Topic area	Form of presentation	First name	Last name
6086
6087
6086
6085

this list shows all papers unless you apply filters

Build Sessions: Add Chairs

Management CMS Configuration Administration European Microwave Week 2020

Person administration
Paper submission
Paper export
Papers
Session
URNs
Paper statistics
Paper import
Paper reviewing
Email communication
Organization & planning

Session

Session number: Selection

Reset search

Free text:

Limit topic: No selection

Limit invitation state: All

Form of presentation: All

Persons:

Back to list

Chairs are under Paper data

6095: Tom Brazil Doctoral School of Microwaves 'The Route to 5G: Design of mmWave Active Array Systems, from

Basic information **Paper data** Review Subpapers Additional field Configurable fields Time planning Keywords

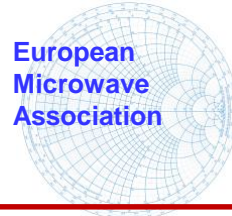
Topic area

DSS

this lets you add a person who becomes chair or co-chair

Chairs

Name	Email	Company	Part.	Inv.	Replacement
No chairs available					



- Person administration
- Paper submission**
- Paper export
- Papers
- Session
- URNs
- Paper statistics
- Paper import
- Paper reviewing
- Email communication
- Organization & planning

Session

Session number: Selection

Free text:

Limit topic: No selection

Limit invitation state: All

Form of presentation: All

Persons:

Participation: All

Limit abstract state: Draft - Invited, at the Aut...

6089: *From Broadband Wireless Local Area Networks to the Edge to 5G: Design of next-generation Access and Core Networks from 4G to 5G and Beyond*

- Basic information
- Paper data**
- Review
- Subpapers
- Additional field
- Configurable fields
- Time planning
- Keywords

Topic area

DSS

Topic area

^ v X Student

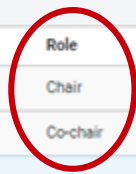
**Being (co)chair is a role
Please define the correct
role!**

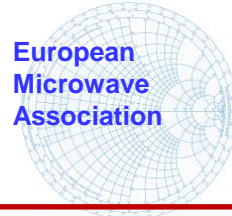
Chairs

Add chair Add invited chair

Name	Email	Company	Part.	Inv.	Replacement	Role
^ v X [edit]	[email]	[company]		-		Chair
^ v X [edit]	[email]	[company]		-		Co-chair

> Show version history





Edit chair [Close]

Einstellungen

Invitation state
- **X**

Replacement person
Please **X** select person [Person icon]

Role


-
-
- Chair**
- Co-chair
- Company

**Select 1 chair and 1 cochair
for each session**

TPC SC Meeting – Your Tasks

4. Finalize session and prize forms

Complete the session and prize nomination templates



SC01

Planar Passive Components and Circuits

Kia Wu
Earl Newsham
Weiqian Che
Anthony Ghisla

Please send the completed form to papermanagement@sumwa.org

Oral Session Form

SC Number: EMC SC01-01
 SC Name: Planar Passive Components and Circuits
 SC Chair: Kia Wu

Session Title	Integration and Miniaturization of Filter Components
Name	Anthony Ghisla
Email	anthony.ghisla@summa.com
Session Chair	Earl Newsham
Name	Earl Newsham
Email	earl.newsham@summa.com
Session Co-Chair	Anthony Ghisla
Name	Anthony Ghisla
Email	anthony.ghisla@summa.com

EMC EMCEMRC EMC EMCEURAD EURAD

Paper #	Title	Expected Attendance
1	999	Included Keynote Speaker
2	8655	A 2D slow-wave transmission line approach for the design of the band CMOS compact filters
3	8545	A Compact Millimeter-Wave On-chip DGS-based Bandstop Filter with Two Transmission Poles in CMOS Technology
4	8621	A Miniaturized 4-sided High-Index Superstrate Resonator in Monolithic Technology
5	8548	Self-Resonance Frequency and Q-Factor Improvement of On-Chip MM Capacitors

Your complete presentation will be used to make sessions with names to the session chair.

Please send the completed form to papermanagement@sumwa.org

Poster Session Form

SC Number: SC01
 SC Name: Planar Passive Components and Circuits
 SC Chair: Kia Wu

We expect the SC to select roughly 2 posters. The first 2 posters should be [submitted](mailto:papermanagement@sumwa.org) in case of paper cancellation or withdrawal. Indicate the most suited session number for these 2 papers

EMC EMCEMRC EMC EMCEURAD EURAD

Paper #	Title	Session #
1	8418	An Ultra-Compact Power Divider for MMIC Applications
2		SC01.7
3		SC01.7
4		
5		
6		
7		
8		

1) Indicate the session number in case this poster is upgraded to an oral presentation.

Please send the completed form to papermanagement@sumwa.org

Prize Nomination Form

SC Number: SC01
 SC Name: Planar Passive Components and Circuits
 SC Chair: Kia Wu

Nomination for Best:

EMC Prize EMCEMRC Prize EMC Prize EMCEURAD Prize
 EMAC YEP EMAC YEP X EURAD YEP

Nominees Paper:

Paper # 8655
 Author(s) _____
 Title: Substrate Integrated Coaxial Line based Branch Line Coupler

Paper score: _____
 By reviewers: 4.38 (Overall average from Comments)
 By SC _____

Motivation (Mandatory):

The authors explore the design and fabrication of a well packaged and completely embedded SICS to compact size with good out of band rejection. Closed form equations are derived analytically to help decide the design parameters. A good agreement between simulation and measurement is observed. The idea is interesting.

Please send the completed form to papermanagement@sumwa.org

IJMWTS Special Issue Nomination Form

SC Number: SC01
 SC Name: Planar Passive Components and Circuits
 SC Chair: Kia Wu

EMC EMCEMRC EMC EMCEURAD EURAD

Paper #	Title
1	8655 Substrate Integrated Coaxial Line based Branch Line Coupler
2	8418 An Ultra-Compact Power Divider for MMIC Applications

Please send the completed form to papermanagement@sumwa.org

TPC SC Meeting – Your Tasks

5. Virtual checkout

Send the session template Word or PDF file to
tpc.chair.eumw2024@eumwa.org
and papermanagement@eumwa.org

You will be contacted during the TPC week to confirm that your SC task is done

Please, indicate the contact person (SC Chair or Co-chair) who may be available (if needed) during the TPC meeting on May 4th (be with you!)

The person should remain available during the TPC virtual meeting until we confirm that your SC work has been completed!

Last remark

Please ignore the “Comments” box that you might find at the bottom of certain pages

Note that the last “Save” button is linked to the Comments box, and can be ignored



Comments

Write comment

Subject *

To

All ▾

Who is the comment intended for?

Priority

Normal ▾

High-priority entries are highlighted in red.

Comment *

~~Save~~